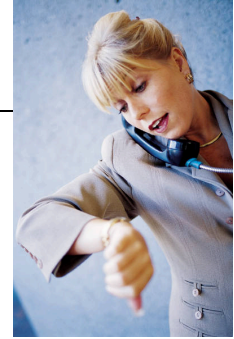


Personal Essentials

Time Management



Today's Objective

Present ten time management tips that – if practiced consistently – will reduce your stress and help you reclaim your personal life.

Ten Time Management Best Practices

1. Plan each day
2. Prioritize your tasks
3. Say “No” to nonessential tasks
4. Delegate
5. Take the time to do it right the first time
6. Eat an elephant
7. Practice the 10-minute rule
8. Evaluate how you spend your time
9. Limit distractions
10. Take your breaks and take care of your S.E.L.F.

Additional Resources

- *How to Get Control of Your Time and Your Life* by Lakein
- *The Time Trap* by MacKenzie
- *Time Management for Dummies* by Mayer
- www.addcoach4u.com
- www.lifehack.org
- www.timethoughts.com

Best Care EAP Can Help You Better Manage Your Time

For free, confidential support for you and your family members, contact us today!

- (402) 354-8000 or (800) 666-8606
- BestCareEAP.org (Login: bcNEe – Password: NE)

Best Care Training Program Evaluation

Program Title: _____ Date: _____
 Your Employer: _____ Facilitator: _____

Thank you for attending today's session. Please share your impressions below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree					
1. The material covered in this program will benefit my professional and/or personal life.	10	9	8	7	6	5	4	3	2	1
2. The amount of material covered was appropriate for the time frame.	10	9	8	7	6	5	4	3	2	1
3. The services of Best Care EAP were reviewed.	10	9	8	7	6	5	4	3	2	1
4. The material was clearly presented and easy to follow.	10	9	8	7	6	5	4	3	2	1
5. The facilitator was enthusiastic about the topic.	10	9	8	7	6	5	4	3	2	1
6. The facilitator encouraged class participation and interaction.	10	9	8	7	6	5	4	3	2	1
7. Effective examples and illustrations were used.	10	9	8	7	6	5	4	3	2	1
8. The facilitator used effective presentation techniques (e.g. eye contact, vocal projection, gestures, etc.).	10	9	8	7	6	5	4	3	2	1
9. I would recommend this training to coworkers/colleagues.	10	9	8	7	6	5	4	3	2	1
10. What was particularly helpful about the training?										
11. What would you recommend changing about the training?										
12. If you would like to receive email updates about ongoing Best Care training opportunities, please give us your work email address:										
